

Administrative Review Report

Melrose Mindoro School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	02/14/2023	04/03/2023
On-Site Review	04/18/2023	04/20/2023
Site Selection Worksheet	02/14/2023	02/14/2023
Entrance Conference	04/18/2023	04/18/2023
Exit Conference	04/20/2023	04/20/2023

Commendations:

Thank you for completing the Questionnaire and uploading documents into SNACS prior to the onsite visit. I appreciate the how welcoming Melrose-Mindoro Jr/SR High staff were. Thank you to the Food Service Director for being so available and open to State Agency feedback during the onsite portion of the review. The Food Service Director demonstrated knowledge of program requirements.

From Public Health Nutritionist:

Thank you to all staff at Melrose-Mindoro Jr/Sr High for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the Food Service Director for sending documentation ahead of the onsite visit in a timely manner and for the quick response to questions; this greatly expedited the AR. The Food Service Director was very receptive to the reviewer's suggestions, and this was appreciated. Thank you for serving healthy, nutritious meals to your students!

Recommendations:

No Recommendations found for this review.

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Findings and Corrective Action:

Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/20/2023 09:37 AM</p>	<p>Finding 1: On the Annual Financial Report, all of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19).</p> <p>CA 1: Review the Annual Financial Report webcast or manual on the DPI website then update the 2021-22 Annual Financial Report with revenues and expenses broken out by program and category. Upload the corrected report into SNACS. Once approved, the report will need to be updated in the online portal. The DPI accountant will make any adjustments after December 31.</p> <p>Finding 2: The 2021-22 Annual Financial Reports beginning balance does not match ending balance of previous year and/or the ending balance does not match the PI 1505 (public schools)</p> <p>CA 2: Update the 2021-22 Annual Financial Report and ensure the beginning balance matches the ending balance of the previous school year. Upload a copy of the updated report into SNACS. Once approved, the report will need to be updated in the Online Services portal. The DPI accountant will make any adjustments after December 31.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	701	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/19/2023 10:51 AM</p>	<p>Finding: Based on the SY 2021-22 Annual Financial Report, the nonprofit school food service account has a net cash resource in excess of 3 months average expenditures. The SFA does not have an approved spend down plan from the State Agency (7 CFR 210.9(a)).</p> <p>CA: Submit a plan and timeline for reducing the net cash resources to below 3 months operating expenditures. Please note, a formal notification and report may also be required outside of the AR process.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/11/2023 12:53 PM</p>	<p>Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>CA: Provide a timeline for when a school meal program civil rights complaint policy will be put in place, or included in an existing district policy. Provide the name and title of the SFA representative that will ensure compliance. It is recommended the SFA adapt the Template Civil Rights Compliant Procedures for SFAs.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	807	

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TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/19/2023 06:17 PM	Finding: The Civil Rights Compliance Self Evaluation Form (PI-1441) was only partially completed. Questions #8-13 were left blank. Complete the missing questions on the Civil Rights Compliance Self Evaluation Form (PI-1441) form and submit as corrective action.
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/11/2023 09:22 AM	Finding: Current Local Wellness Policy (LWP) does not include all of the required content (policy leadership, triennial assessment, and USDA non-discrimination statement) (7 CFR 210.31). CA: Provide updated or missing policy statement(s) and submit a timeline for bringing the LWP into compliance. Include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1006	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/19/2023 02:17 PM	Finding: The SFA did not share the results of the Local Wellness Policy (LWP) assessment with the public per 7 CFR 210.31. CA: Notify the public of the results of the LWP assessment and upload a copy of the documentation to support this or the appropriate Web site URL linking to the assessment.
Site Name		
Form Name	Verification (207 - 215)	
Question #	207	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/19/2023 09:57 AM	Finding: The Verifying Official did not sign the back of the original application when the application was verified. CA: Submit a statement of understanding that the original application must be signed after verification is completed.
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 04/19/2023 02:16 PM	Finding: The full non-discrimination statement was not included on all program materials (unpaid meal charge policy & local wellness policy). CA: Update program materials to include the full non-discrimination statement. Upload into SNACS a copy of materials updated.
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1219	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/20/2023 09:28 AM	Finding: Non-school nutrition staff who have responsibilities for the school nutrition program(s) did not receive job specific training in the current school year (7 CFR 210.30). CA 1: Have the IT staff person responsible for completing DC runs watch the direct certification webcast and civil rights webcast . Upload certificates of completion into SNACS.
Site Name	Melrose-Mindoro JR/HS	
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	322	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/20/2023 09:45 AM	Finding: The SFA did not use the correct Average Daily Attendance (ADA) or highest student approved reduced number per the edit check. CA: Submit the month of onsite (April) edit check prior to submitting the online claim.
Site Name	Melrose-Mindoro JR/HS	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/19/2023 09:49 AM	Finding: The daily minimum requirement for meat/meat alternate was not met for the 9-12 meal pattern for lunch during the review period on Friday, March 10 th . The fish patty served credits as 1.25 oz. eq. m/ma. The daily minimum requirement for the 9-12 meal pattern is 2.0 oz. eq. of meat/meat alternate. Corrective Action: Describe specifically how the daily minimum requirement for meat/meat alternate will be met for lunch during the day containing the shortage (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).
Site Name	Melrose-Mindoro JR/HS	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	431	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	Finding:

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	04/19/2023 09:48 AM	<p>The planned number of servings, actual number of servings, and planned quantities in purchase units were not consistently filled in daily on production records during the week of review. Production records are intended to be useful tools to record information prior to production, during production, and following production. Review the Production Record Requirements (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf).</p> <p>Corrective Action: Submit one full week of completed production records, including planned number of servings, actual number of servings, and planned quantities in purchase units recorded daily. Choose a week (Monday-Friday) that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.</p>
Site Name	Melrose-Mindoro JR/HS	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	436	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>04/19/2023 09:50 AM</p>	<p>Finding: The daily minimum requirement for grains was not met for the 9-12 meal pattern for lunch on Monday, March 6th. Only ½ cup rice (1 oz. eq. grains) was served. The daily minimum requirement for the 9-12 meal pattern is 2.0 oz. eq. of grains.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for grains will be met for lunch on the day containing the shortage (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
04/19/2023	3474		Administrative Review		FSD			
Comments								
						Created By		Created Date
<p>The non-profit food service account cannot have a net cash resource exceeding three months of operating expenses. Supply Chain Assistance (SCA) funds are included in the excess cash balance. A few ideas on how to spend down the excess cash balance include:</p> <ul style="list-style-type: none"> • Marketing to increase student participation. • Eliminating the reduced cost category for breakfast and/or lunch. Note, reduced eligible students will still be claimed at the reduced rate. • Offering universal free breakfast to all students. Breakfast meals will be claimed by individual student eligibility. • Higher food quality items • Labor costs for food service-related tasks. Note, a time study will need to be completed annually to determine the labor costs for staff with shared responsibilities outside the food service department. • Food service equipment. Please refer to the preapproval equipment list and allowable costs section on the financial management webpage. 								4/19/2023 6:40:07 PM
04/19/2023	3473		Administrative Review		FSD			
Comments								
						Created By		Created Date
04/19/2023	3472		Administrative Review		FSD			

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Comments								Created By	Created Date
Food Service Department should retain a copy of student IEPs that relate to special dietary needs. Food service should work collaboratively with the Special Education Department to maximize food choices for students while adhering to the IEP. For example, teachers can take a tray with all components and one empty tray to the student. Then, the student can select which food items they would like. Another option is to inform the student of all available items and ask them which items they would like to take for that meal.									4/19/2023 6:36:25 PM
04/19/2023	3471		Administrative Review		FSD				
Comments								Created By	Created Date
SFAs may claim visiting students in the paid category or the individual's category with documentation (unless they are from a CEP school).									4/19/2023 6:33:10 PM
04/19/2023	3470	806	Administrative Review	ALL	FSD				
Comments								Created By	Created Date
It is recommended, the SFA use the DPI SNT civil rights training for all staff to ensure all required components are included in the training. Additionally, the civil rights training attendance log should be used for food service staff to sign off for completing the civil rights training.									4/19/2023 6:16:23 PM
04/19/2023	3469	801	Administrative Review	ALL	FSD				
Comments								Created By	Created Date
The public release must be provided to the local news media, unemployment office, and any major employers contemplating large layoffs in the attendance area of the school (7CFR 245.5). It is recommended to distribute the public release to multiple local grassroots organizations such as a local food pantry.									4/19/2023 6:13:35 PM
04/19/2023	3465	502	Administrative Review	Melrose-Mindoro JR/HS	FSD				
Comments								Created By	Created Date
Because the vegetables on the salad bar are being used to meet the weekly vegetable requirements, portion sizes of at least 1/2 cup each should be communicated to students with signage. Salad Bar Signage Template can be found on our Signage webpage (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/salad-bar-signage-template.docx).									4/19/2023 11:18:08 AM
04/19/2023	3464		Administrative Review		FSD				
Comments								Created By	Created Date
<p>Annual Financial Report (AFR)</p> <ul style="list-style-type: none"> The Annual Financial Report Manual is located on the DPI website to assist you with completing the AFR. All revenues (reimbursements and student payments) and expenses (including food, labor, equipment, purchased services, and the other category) need to be separated into each program; this will aid the school in calculating its "yearly" reference period for nonprogram food compliance. When a student deposits funds in their lunch account, which will be used for meal purchases, the amount received is not treated as revenue until the meal has been served to the student. The amount of funds on hand in student accounts is treated as a deposit or liability account in either the food service fund (Fund 50) or the general fund (Fund 10) until the meal is served, at which point the deposit account is converted to revenue. This amount should not be recorded as revenue or part of the fund balance on your AFR. The ending balance on June 30 from the previous year needs to be the beginning balance on July 1 for the current year. The ending balance, on June 30, can never be a negative balance. A transfer must be made from non-federal funds to bring the ending balance to \$0.00. The school food service fund may not have an ending fund balance more than three-month operating expenses, as this is considered "Excess Cash Balance". While we commend your staff for the fiscal viability of the child nutrition programs, federal regulations limit net cash resources to an amount not to exceed a three-month average of operating expenses to remain in compliance with a non-profit status. The categories of the AFR that should be addressed when tracking revenues and 									4/19/2023 10:59:57 AM

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expenditures include: <ul style="list-style-type: none"> • 'Labor' is expenses for all direct food service labor including both wages and fringe benefit costs. • 'Other' is expenses for paper supplies, chemicals, equipment under \$5000 (or your SFA's capitalization threshold), etc. • 'Food' is expenses for edible food items and beverages. • 'Equipment' is expenses for equipment purchases over \$5000 or your SFA's capitalization threshold. • 'Purchased Services' is for services you pay someone to provide such as equipment repair, health inspections, etc. • 'Nonprogram Foods' is expenses for any food items served that are not claimed as part of the reimbursable meal. This would include adult meals, a la carte, and caterings. <ul style="list-style-type: none"> o When revenues are recorded from the federal reimbursement payments, record the full reimbursement based on the printed claim form and not what is deposited into your account. As you will note on the claim, there may be money deducted from shipping, handling, and processing fees for USDA Foods. The amount deducted from your revenue should be reported as an NSLP food expenditure for private schools and a purchased service for public schools. Revenues and expenses for the Wisconsin School Day Milk Program should be allocated as follows: Revenues are only the state reimbursement. Expenses are only the milk expense for free and reduced priced students. Revenues and expenses for paid students should be recorded under non-program foods. 							
04/19/2023	3463		Administrative Review		FSD		
Comments						Created By	Created Date
Adult Meals Food service programs must price adult meals above the overall cost of the student meals. • Adult meal pricing must follow the minimum pricing guidelines in Food Nutrition Services Instruction 782-5. • A Wisconsin Adult Meal Pricing Worksheet has been developed to assist the SFA in pricing adult meals.							4/19/2023 10:59:11 AM
04/19/2023	3462	431	Administrative Review	Melrose-Mindoro JR/HS	FSD		
Comments						Created By	Created Date
DPI production record templates: https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records							4/19/2023 9:52:00 AM
04/19/2023	3461	431	Administrative Review	Melrose-Mindoro JR/HS	FSD		
Comments						Created By	Created Date
Be specific on production records about the identity, brand, portion size, and description of items served. Instead of "fresh fruit", list both apples and oranges separately to clearly indicate what was served. Additionally, items such as assorted cereal and assorted fruit juice should clearly indicate what type was served and each specific type should be recorded individually on production records. For example, if apple juice, orange juice, and grape juice were served at breakfast, the amounts prepared and the amounts left over should be recorded for each type.							4/19/2023 9:51:33 AM
04/19/2023	3460	410	Administrative Review	Melrose-Mindoro JR/HS	FSD		
Comments						Created By	Created Date
On Friday, March 10th, pulled pork was served using tongs. Meat/meat alternate (M/MA) is credited by weight, so it is not appropriate to use tongs for an intended 4 ounce (by weight) serving of shredded meat. To ensure that students receive the proper amount of M/MA, first weigh the product, then determine which scoop will hold that weight of meat.							4/19/2023 9:47:35 AM